Board of Library Trustees Work Session Documents

Prince George's County Memorial Library System

Thursday, September 25, 2025
7PM – 8:30PM

Prince George's County Memorial Library System

Board of Library Trustees: Work Session Agenda

Thursday, September 25, 2025

Public Meeting (Virtual): 7:00 PM - 8:30 PM –

Click here for Zoom Link

1. Welcome and Opening Remarks, Sylvia Bolivar, Board Chair
   - Call To Order
   - Agenda Review

2. Action Items:
   - FY26 Budget Report: Dereje Salehudres, Director of Finance
   - CIP Report: Dr. Mark Winston, CEO
   - Foundation Report: Dr. Mark Winston, CEO

3. Procurement Policy: Dr. Mark Winston, CEO
   Elizabeth Hummel, Attorney

4. Privacy Policy: Megan Sutherland, COO

5. Meeting Room/Printing Policy: Megan Sutherland, COO

6. Board Discussion

7. Adjournment
   - Closing Remarks, Sylvia Bolivar, Board Chair
   - Motion to Adjourn

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

WELCOME to PGCMLS's STAFF DAY

Future of Libraries

Location: Hybrid Virtual & In-Person

Zoom information: [redacted]

Monday, October 6, 2025 SIGN-IN SHEET [redacted]

LAR

	VIRTUAL EVENTS: (On ZOOM)					
9:00 am – 9:10 am	Welcome & Opening: Dr. Mark Winston					
9:10 am – 9:20 am	Message from the County Executive's Office: Chief Administrative Officer, Maxene Bardwell					
9:20 am – 9:30 am	Board Presentation: Sylvia Bolivar, PGCMLS Board President					
9:40 am – 9:55 am	PGCMLS Year-End Review (Slide Show): PR Team or Strategic Planning					
	MORNING SESSIONS: Breakout Sessions					
9:55 am – 10:00 am	Transition to Sessions - Jaleen Walker					
10:00 am – 11:00 am	**Room 1:** Walter Simmons EPG	**Room 2:** Paul Chasen SLRC	**Room 3:** Genive Purchase Enoch Pratt	**Room 4:** Session	**Room 5:** Session	**Room 6:** Session
11:00 am – 11:05 am	**Transition to Sessions - Jaleen Walker**					
11:05 am – 12:05 pm	**Room 1:** Session	**Room 2:** Session	**Room 3:** Session	**Room 4:** Session	**Room 5:** Session	**Room 6:** Session
	IN-PERSON EVENTS: (At Designated Branch Location)					
	AFTERNOON SESSIONS: Group Meetings					
12:05 pm -12:10 pm	Transition to Get Lunch					
12:10 pm - 1:10 pm	LUNCH & LEARN: (Digital LAR Must be completed)					
1:10 pm – 1:25 pm	BREAK: (15 minutes)					
1:25 pm – 2:40 pm	SOCIAL NETWORKING: Teambuilding					
	AFTERNOON SESSIONS: (On ZOOM)					
2:40 pm – 2:45: pm	Transition to Zoom					
2:45 pm – 2:55: pm	PGCMLS Year-End Review (Slide Show): PR Team					
2:55 pm – 3:55 pm	MCGEO Presentation					
3:55pm - 4:00 pm	CEO's Closing Remarks: Dr. Mark Winston					

Prince George's County Memorial Library System

October/Nov 2025

Suggested Programs to Visit Fall 2025

Date/Time	Program	Calendar Link	Branch	Age Range	Notes
9/27	Festival of Cultures	https://ww1.pgcmls.info/event/14195363	South Bowie	All	5th annual Festival of Cultures
10/1	Get Active: All Ages Skate Night	https://ww1.pgcmls.info/event/14473637	Upper Marlboro	All	Weather Permitting
10/11	Caring for Seniors & Persons with Disabilities Resource Fair Presented by Council Member Patricia Waiters and the Town of Fairmount Heights	https://ww1.pgcmls.info/event/14569861	Fairmount Heights	Adults	
10/11	Shake Your Bones! Presented by Cantaré, Latin American Music	https://ww1.pgcmls.info/event/14266844	Oxon Hill	Young Children w/Adult	Hispanic Heritage Month
10/12	One Maryland One Book Poetry Reading "Kin: Rooted in Hope" Presented by the Friends of Greenbelt Library	https://ww1.pgcmls.info/event/14003288	New Deal Cafe in Greenbelt	Adult	This is a special Sunday event off-site
10/17	Teen Life Lab: The Art Of Using Your Voice	https://www.pgcmls.info/event/14337775	Bowie	Teen	Presented by Grind Hard, Dream Big
10/18	Gardening Together: Planting Pollinator Gardens	https://ww1.pgcmls.info/event/14043807	Laurel	Elem-Adult	Presented by the Patuxent Research Refuge

Prince George's County Memorial Library System

10/18	Outreach event: Bladensburg Day	https://www.bladensburgmd.gov/news_detail_T6_R152.php	David C. Harrington Park, 4229 Edmonston Road, Bladensburg, Maryland 20710	All ages	We will be tabling at this event from 11am-3pm.
10/21	Solidarity Stories: Community Led Book Discussion: "Chain Gang All-Stars"	https://ww1.pgcmls.info/event/14466436	Mixt Food Hall (Near Mount Rainier)	Adult	Co-hosted by Prince George's County Office of Human Rights
10/29	STEM Lab: Introduction to Personal Genetics	https://www.pgcmls.info/event/14046052	Largo-Ketteringg	Adult	Presented by Personal Genetics Education & Dialogue (PGED), Harvard Medical School
11/5	STEM Lab: AI Adventures -Train Your Own Smart Bot	https://www.pgcmls.info/event/14255105	Fairmount Heights	Elementary /Teen	Held in DREAM Lab, presented by Technik Kids
11/6	STEM Fun: Build and Create!	https://ww1.pgcmls.info/event/14485455	Bowie	Elementary w/Adult	Maryland STEM Festival
11/15	Indigenous Maryland: The Culture of Mishoonash	https://ww1.pgcmls.info/event/14643749	Accokeek	Elem-Adult	Native American and Indigenous Peoples Month
11/18	Talking in Code Presented by National Cryptologic Museum	https://www.pgcmls.info/event/13759662	Hyattsville	Elementary w/Adult	Native American and Indigenous Peoples Month-Presented by National Cryptologic Museum

Proposed Action

1. General Description of Proposal

Adopt the internally reallocated **Fiscal Year 2026 Approved Budget**.

2. Justification of Proposal

Adjustments have been made to the **non-compensation operating expenditure functional categories** due to:

- Shifts in organizational priorities
- Cost increases
- Actual expenditure experience from Fiscal Year 2025

Additionally, **Branch and Other Revenues** line items were reviewed and updated. As a result:

- **Branch revenue and overall budget** increased by **$31,200**, from **$37,789,500** to **$37,820,700**.

The internally reallocated budget reflects the most current priorities and expectations for FY2026, including:

- **County-approved salary and fringe budget** is projected to support approximately **306 salary positions**.
- **Non-compensation operating line items** have been rebalanced to align with updated cost projections and FY2025 actuals.
- Adjustments reflect **recent operational experiences** and **updated priorities** since the original budget submission in **November 2024**.

3. Impact (Budget/Staff/Etc.)

Initial Cost:---------- $37,820.700
Maintenance Costs ---------- Not Applicable
Source of Funds ---------- County appropriation, State aid, and internal sources

4. Implementation of Proposal ---------- July 2025

Mark Winston, Ph.D.		Dereje Salehudres	9/15/2025
9/15/2025			
Recommended By	**Date**	**Recommended By**	**Date**

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

	FY2026 Budget Request	FY2026 OMB Approved Budget	FY2026 Budget Re-allocation	FY2026 Approved Budget Re-alloation by Department						
				CEO Activity	Support Services Activity	Public Services Activity	Communication & Outreach	TC Activity	IT Activity	FN Activity
Operating Expenditures										
Salaries & Fringe										
Regular Salaries	22,438,200	22,583,900	22,583,900							
Hourly Employees	466,400	466,400	466,400							
Total Salaries	**22,904,600**	**23,050,300**	**23,050,300**	0	0	-	0	0	0	0
FICA Tax Expense	1,752,200	1,752,200	1,763,300							
Unemployment Tax Expense	13,060	13,060	13,060							
Workers' Comp Ins. Expense	117,340	117,340	117,340							
Retirement & Pension Plan - PGCMLS	498,990	498,990	555,380							
Group Hospitalization	2,397,450	2,397,450	2,340,000							
Group Life Insurance	185,440	185,440	175,400							
Flexible Spending Plan	2,340	2,340	2,340							
Dental	0	0	0							
Prepaid Prescriptions	624,440	624,440	624,440							
Vision Care	37,880	37,880	37,880							
Employee Assistance Program	7,930	7,960	7,960							
Total Operating Fringe	**5,637,070**	**5,637,100**	**5,637,100**	-	0	-	-	0	0	-
Total Salaries & Fringe	**28,541,670**	**28,687,400**	**28,687,400**	-	0	-	-	-	-	-
Library Materials, Supplies & Repairs										
Library Materials - Publications	643,034	643,034	517,634			517,634				
Library Materials - Audio/Visual	53,000	53,000	22,000			22,000				
Library Materials - Electronic Media	1,182,856	1,182,856	1,216,099			1,216,099				
Library Materials - Serials	7,000	7,000	1,000			1,000				
Material Processing & Supplies	122,000	122,000	100,807			100,807				
Total Library Materials, Supplies & Repairs	**2,007,890**	**2,007,890**	**1,857,540**	0		**1,857,540**	0	0	0	0
Administrative Services										
Books - Non-Library	0	0	0							
Auditing Fees	39,000	39,000	44,000							44,000
Professional/Consulting Fees	165,000	165,000	165,000	5,000				160,000		
Insurance - Property/Liability/Vehicle	776,000	776,000	776,000		776,000					
Legal	100,000	100,000	175,000	175,000						
Security Service	610,700	610,700	610,700		610,700					
Temporary Staffing	0	0	0							
Outsourced Customer Service Fee	0	0	0							
Bank and Finance Charges	3,270	3,270	3,270							3,270
Cash (Over) & Short	260	250	140			100				40
Checks Returned	240	240	140			100				40
Online Transaction Fees	21,150	21,150	23,150							23,150
Parking Fee	0	0	0							
Courier & Delivery Service	800	800	800		800					
Postage	16,000	16,000	23,000		23,000					
Vault Service	0	0	0							
Payroll Outsource Fees	138,000	138,000	157,600							157,600
Supplies - Food & Kitchen	12,000	12,000	12,000	5,000	4,000			3,000		

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

	FY2026 Budget Request	FY2026 OMB Approved Budget	FY2026 Budget Re-allocation	FY2026 Approved Budget Re-alloation by Department						
				CEO Activity	Support Services Activity	Public Services Activity	Communication & Outreach	TC Activity	IT Activity	FN Activity
Supplies - Furniture & Fixtures	25,000	25,000	25,000		25,000					
Supplies - Medical	900	900	900		900					
Supplies & Equip - Office	41,500	41,700	38,700	1,500	29,500	3,500		1,800	1,200	1,200
Staff & Volunteer Recognition	16,500	16,500	16,500		5,000		1,500	10,000		
Printer Cartridges	105,000	105,000	150,000		150,000					
Passport Service Expense	14,790	14,790	16,790			16,790				
Recruitment	9,000	8,800	7,000					7,000		
Miscellaneous Expense	0	0	0							
Uniforms	29,000	29,000	26,000		26,000					
Total Administrative Services	**2,124,110**	**2,124,100**	**2,271,690**	**186,500**	**1,650,900**	**20,490**	**1,500**	**181,800**	**1,200**	**229,300**
Computers, Software & Services										
Audio Visual Equipment	45,500	45,500	57,000		3,500		12,000		41,500	
Computer Repair & Maintenance	195,800	195,800	154,000						154,000	
Software/Licensing/Support	640,220	640,240	620,520		30,000	6,540	106,360	10,900	442,720	24,000
ILS Support	190,000	190,000	179,100						179,100	
Computer Equipment	120,200	120,200	154,480						154,480	
IT Consulting Services	216,260	216,260	228,000						228,000	
Total Computers, Software & Services	**1,407,980**	**1,408,000**	**1,393,100**	**0**	**33,500**	**6,540**	**118,360**	**10,900**	**1,199,800**	**24,000**
Public Relations & Programs										
PR - Advertising	10,000	10,000	6,000				6,000			
PR - Materials & Supplies	12,000	12,000	10,000				10,000			
PR - Printing	9,000	9,000	18,000				18,000			
PR - Special Programs	9,000	9,100	6,100				6,100			
Total Public Relations & Programs	**40,000**	**40,100**	**40,100**				**40,100**			
Program Services										
Outreach	0	0	0							
Summer at Your Library	19,000	19,000	19,000			**19,000**				
Book from Birth Programming	463,810	463,810	423,810			**423,810**				
Intercultural Programs	7,500	7,500	7,500			**7,500**				
Branch Programming	34,200	34,200	34,200			34,200				
Total Program Services	524,510	524,510	484,510	**0**	**0**	**484,510**	**0**	**0**	**0**	**0**
Travel, Training & Meetings										
Local Travel	12,480	12,500	10,480	500	1,000	5,230	1,000	1,500	1,000	250
Local Training	21,700	21,700	15,100		3,000	1,000	1,500	3,600	4,500	1,500
LD Travel, Lodging & Meals, Per Diem	13,000	13,000	14,000	1,500	1,500	2,500	1,500	4,000	1,500	1,500
Conference, Meeting, & Seminar Fees	14,920	15,000	11,420	1,500	1,000	1,000	1,000	3,220	2,200	1,500
Tuition Reimbursement	10,000	10,000	10,000					10,000		
Membership Dues & Subscriptions	32,570	32,600	32,440	26,730	1,550	1,000	500	1,360	800	500
Total Travel, Training & Meetings	104,670	104,800	93,440	**30,230**	**8,050**	**10,730**	**5,500**	**23,680**	**10,000**	**5,250**
Building & Equipment Maintenance										
Building Maintenance & Repair	499,900	499,900	399,900		399,900					
Carpet & Drapery Cleaning	0	0	0							
Janitorial Supplies	103,100	103,100	103,000		103,000					
Equipment - Leasing, Repair & Maintenance	83,100	83,100	73,720		30,000				43,720	
Yard Maintenance	275,400	276,000	376,000		376,000					
Total Building & Equipment Maintenance	961,500	962,100	952,620	**-**	**908,900**		**0**	**0**	**43,720**	**0**
Utilities										
Tenant Fees	34,700	34,700	34,700		34,700					

PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

	FY2026 Budget Request	FY2026 OMB Approved Budget	FY2026 Budget Re-allocation	FY2026 Approved Budget Re-alloation by Department						
				CEO Activity	Support Services Activity	Public Services Activity	Communication & Outreach	TC Activity	IT Activity	FN Activity
Alarm Service	75,000	75,000	75,000		75,000					
Electricity	1,074,200	1,074,200	1,134,200		1,134,200					
Fuel Oil	200	200	200		200					
Natural Gas	103,000	103,000	122,000		122,000					
Pest Control	10,300	10,300	10,300		10,300					
Telephone	228,000	227,700	227,900		8,800				188,400	30,700
Internet Service	40,000	40,000	46,300						46,300	
Refuse Removal	42,000	42,000	48,000		48,000					
Recycling	3,400	3,400	3,400		3,400					
Water & Sewer	78,000	78,000	113,000		113,000					
Total Utilities	1,688,800	1,688,500	1,815,000	-	1,549,600	-	0	0	234,700	30,700
Vehicle Repair, Maintenance, Leasing										
Vehicle Leasing/Rental	10,970	11,000	4,000		4,000					
Vehicle Gas & Oil	54,000	54,000	57,000		57,000					
Vehicle Parts	6,300	6,300	2,200		2,200					
Vehicle Repair & Maintenance	70,500	70,500	61,500		61,500					
Vehicle - Titles & Licensing	300	300	600		600					
Vehicle - Misc. Expense	0	0	0							
Total Vehicle Repair, Maintenance, Leasing	142,070	142,100	125,300	-	125,300	-	0	0	0	0
Total Operating Budget	37,543,200	37,689,500	37,720,700	216,730	4,276,250	2,379,810	165,460	216,380	1,489,420	289,250
Capital Outlay	0	0	0							
Capital Outlay - Equipment/Computer	0	0	0							
Capital Outlay - Furniture & Fixtures	0	0	0							
Capital Outlay - Vehicles	100,000	100,000	100,000		100,000					
Total Capital Outlay	100,000	100,000	100,000	0	100,000	-	0	0	0	0
Total Expenditures	37,643,200	37,789,500	37,820,700	216,730	4,376,250	2,379,810	165,460	216,380	1,489,420	289,250
Operating Expenditures	9,101,530	9,102,100	9,133,300	216,730	4,376,250	2,379,810	165,460	216,380	1,489,420	289,250

Proposed Action

1. General Description of Proposal

Procurement Policy

2. Justification of Proposal

The proposed change refines the language, reflects thresholds, categories, and approval processes that are supported by review of State and County procurement policies.

A preliminary version of the policy was reviewed by the Budget Committee in Summer 2025. And, then, the draft policy was subjected to attorney review and revision.

3. Impact (Budget/Staff/Etc.)

While we anticipate negligible budgetary impacts, as a result of the new policy, operational impacts should include greater clarity among requestors, decision makers, and the Procurement Specialist/Finance Department.

4. Implementation of Proposal

The changes will be implemented by offering training sessions on the new Policy for relevant managers, Executive Team members, and staff. A flowchart that reflects the decision making scenarios will accompany the policy. And, the Policy includes a number of reporting requirements, with information for the library Board.

Recommended By	Date	Recommended By	Date
Megan Sutherland	9/15/2025	Mark Winston	09/15/2025

PGCMLS Procurement Policy **Rev. 8/2025**

I. Policy Overview

The Prince George's County Memorial Library System ("the Library" or "the Library System") dedicates itself to the procurement of the right goods and services at the best value for the Library, in a timely manner, assuring the prudent and economical use of public monies. All procurement transactions will comply with the Library System's policy to be inclusive, transparent, and equitable with public funds.

This policy applies to all Library System employees who are responsible for, or partake in, procurement transactions for or on behalf of the Library System. Employees are responsible for understanding and complying with this policy.

II. Procurement Standards

The Library System has adopted the "Best Value Standard" as its basis for awarding contracts for goods and services. Selection of vendors or service providers will be based on the **best value that meets** the specifications, requirements, and needs of the library system. The Library System will utilize the "Best Value Standard" to meet its goals of optimizing quality, cost, and efficiency, among responsive and responsible offerors.

Under the "Best Value Standard," the Library may consider non-price factors when awarding the purchase contract to include, but not limited to, the following:

- Technical advantages, such as reliability, efficiency, ease of maintenance, or lifespan;
- Past Performance;
- Integrity and Ethics;
- MBE, WBE, or size status
- Reliability of product;

II.A. Minority-Owned, Women-Owned and Small Business Vendors

It is the goal of the Library System to use its best efforts to encourage, promote, and increase significant, meaningful participation of minority -owned business enterprises in contracts and projects funded by all departments of the Library and to effectively monitor such participation.

It is the policy of the Library to take affirmative action to give certified minority-owned business enterprises (MBEs) and women-owned business enterprises (WBEs) the opportunity to demonstrate their ability to provide the Library with goods and services at competitive prices. Purchases of goods or services from these bona fide minority-owned and women-owned vendors will be prioritized, provided that cost, quality, and service are comparable.

The Director of Finance will present a report summarizing the participation of MBEs and WBEs in the Library's procurement process annually at the Board meeting scheduled closest to the end of the fiscal year.

II.B. Local Businesses

Though the Library does not make purchasing decisions based exclusively on the location of the vendor, efforts will be made to encourage qualified local vendors and suppliers to compete for Library business.

The Director of Finance will present a report summarizing the participation of local vendors and suppliers in the Library's procurement process annually at the Board meeting scheduled closest to the end of the fiscal year.

II.C. Domestic Preferences

When possible, and consistent with law, the Library will provide ap reference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

II.D. Competition

The Library will conduct all procurements in a manner that maximizes full and open competition, consistent with this policy. As such, the Library will not conduct procurements in a manner that restricts competition, such as the situations below:

- Placing unreasonable requirements on competitors to qualify to do business;
- Require unnecessary experience;
- Allow non-competitive pricing practices between business or affiliated businesses;
- Allow for organizational conflicts of interest;
- Specify only a "brand name" rather than equal products;
- Or other arbitrary procurement actions.

Additionally, the Library will only utilize a time and materials contract when no other contract type is suitable, and only where the contract contains a not to exceed ceiling price. A time and materials contract is defined as those contract where the cost to the library is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

II.E. Conflict of Interest

The Library is committed to conducting all procurements free from any conflict of interest. It is not permissible to favor any particular individual or firm with orders, or to give those submitting bids or quotations information which will give an advantage over others seeking library business.

Conflicts of interest may arise when any employee, officer, director, volunteer or agent of the Library system has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award. No employee, officer, director, volunteer or agent of the Library shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern which either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.

No employee, officer, director, volunteer or agent of the PGCMLS shall participate in the selection, award or administration of a bid or contract supported if a conflict of interest is real or apparent to a reasonable person.

II.F. Anti-Bribery and other Ethical Considerations

All forms of commercial bribery are prohibited by the Library System. The Library's employees, officers, directors, volunteers, or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract unless approved by the Board of Library Trustees.

The use of procurement for personal purchases is prohibited. No employee, officer, director, volunteer or agent shall use this procurement process for private use.

III. Methods of Procurement

All Library contracts shall be awarded by:

1. Competitive sealed bidding;
2. Competitive sealed proposal;
3. Small purchase procedures; or
4. Non-competitive procurement consistent with this policy.

All contracts require signature of the Chief Executive Officer or the Chief Operating Officer.

III.A. Small Purchases

Up to $10,000

Any contract not expected to exceed $10,000 for goods or services may be entered into by an authorized purchaser without competition. When practical dependent on the needs of the Library System, the authorized purchaser should seek more than one price quote and solicit quotes from certified minority-owned, women-owned, or small businesses consistent with this policy.

$10,000 to $100,000

Any contract expected to exceed $10,000, but not exceed $100,000 may utilize a simplified acquisition procedure. For contracts using a simplified acquisition procedure, the authorized purchaser should solicit no fewer than two (2) responsive bids or offerors. Where practical and consistent with the needs of the Library, purchases which exceed $50,000, but do not exceed $100,000, should consider soliciting bids through a publicly available oral or written solicitation.

The aggregate amount known or reasonably expected to be expended for like commodities or services (whether from a single vendor or multiple vendors) in a fiscal year or over the duration of the Library project or undertaking for which the procurement is intended, whichever is longer, shall be used to determine the guidelines for competitive bidding. Contracts for basic or essential recurring services or commodities that extend for one or more years, or that are renewable for additional years, shall be competitively bid based on the aggregate amount known or reasonably expected to be expended for like commodities or services (whether from a single vendor or multiple vendors) for the period of the contract, including potential renewals. (Examples of such recurring services include, but are not limited to, facilities maintenance, equipment maintenance, security services, and IT software and support.) Contracts may not be subdivided to avoid the competition requirements of this policy.

III.B Formal Procurement Procedures

For purchases in excess of $100,000, all procurements, whether competitive sealed bid, competitive procurement, or contract negotiation, shall follow competitive procedures and require public notice.

Competitive Sealed Bidding

Competitive sealed bidding shall be used when the contract is being awarded to the lowest responsive, responsible bidder. The authorized purchaser shall seek bids by issuing an Invitation for Bids, including detailed specifications of the goods or services to be procured, and the basis of award.

Bids shall be opened in a public manner, examined for compliance, confirmed the successful bid is responsive, the successful bidder is responsible and meets minimum qualifications.

Competitive Sealed Proposals

Competitive sealed proposals is the procurement method used where a contract is awarded based upon the best value. A contract is awarded to the responsible offeror whose proposal is determined to be the most advantageous, considering the price and the evaluation factors set forth in the request for proposals. Proposals should be sought publicly, and at least two (2) proposals should be reviewed. Award should be made to the responsive, responsible offeror whose offer represents the best value to the Library System.

III.C. Non-Competitive Procedures

The Library may utilize non-competitive procurement procedures in the following situations, described below. The Director of Finance will provide quarterly reports to the CEO and the Board for all non-competitive procurements.

Sole Source

The Library may award to a single source without competition when there is only one source which meets the requirements. If there is any doubt, competitive procurement should be followed. In circumstances where a contract is procured using a sole source procurement, the authorized purchaser must first determine that the proposed price is fair and reasonable, and conduct negotiations as appropriate for price, delivery, and terms.

The department head or other officer initiating the procurement request shall write a narrative justification for the non-competitive procurement and submit it to the Library's CEO for approval if the total amount is less than or equal to $50,000. If the amount is above $50,000 or if the Library CEO is the initiator of the request, approval by the PGCMLS Board is required.

Sole and Single Source Justification Approval	
Purchase Amount	**Justification Approver**
$5,001 up to $50,000	PGCMLS CEO
Over $50,000	PGCMLS Board of Trustees

Strategic Sourcing

The Library System may utilize contracts that have been extended to local governments or school districts by Prince George's County or another governmental body, or designated nongovernmental partner organizations as listed below. The Library may only utilize contracts for the same type(s) of goods or services outlined in the original contract. The soliciting department head shall consider whether such contracts will result in cost savings after all factors, including charges for the service, material, and delivery have been considered.

Designated non-governmental partner organizations eligible for piggybacking:

- Prince George's County Memorial Library System Foundation (EIN: 52-6001858)

Vendors on county contracts must be given priority consideration.

Emergency Purchases

In an emergency situation, the Library may issue procurement contracts without the formal competitive bidding procurement process. In these instances, a reasonable attempt should be made to obtain at least three quotes. Failure to properly plan in advance, or other avoidable situations caused by neglect, gradual wear and tear, or budget or contract expiration, are presumed not to qualify as emergencies unless other factors create an emergency situation. Examples of qualified emergencies include those that:

- Arise out of an incident, occurrence or condition that could not have been reasonably foreseen or anticipated;
- Could adversely affect public buildings, property, or the life, health, safety of the Library's customers or staff; and
- Require immediate action which cannot await competitive bidding.

Emergency procurement procedures may be used to purchase only that which is necessary to meet the requirements of resolving the emergency as justifiable in the public interest or to pay for unforeseen damage to public machinery, equipment, or other property. Procurement to meet any subsequent requirements shall follow normal purchasing procedures.

The authorized purchaser must still negotiate a fair and reasonable price and subsequently document the procurement actions below on the Emergency Procurement Form:

- Date
- Statement of Work
- Price(s) quoted
- Name of the vendor representative(s) providing the information
- Justification for emergency procurement, including a timeline of the emergency situation.

The Department Head must submit the Emergency Procurement Form to the CEO within 48 hours for their review and approval or denial. If the CEO deems the situation not to be a true emergency, the Department Head will be notified to continue using another procurement method.

If the Department Head determines that the use of the Emergency Procurement method is immediately necessary and cannot wait 48 hours to obtain the CEO's approval, the Department Head must: make every attempt to obtain oral approval from the CEO to proceed with the work in question and document the explanation regarding why a 48-hour delay would cause imminent harm. A copy of the justification should be sent to the CEO within 48 hours of determining the Emergency.

Expedited Procurement

The Library may conduct an expedited process in excess of $50,000 when fully competitive process cannot be used because urgent circumstances require expedited action, and the action is in the public interest and outweighs the benefits of the RFP process. However, a reasonable attempt should be made to obtain at least three oral quotes. Examples include critical systems needed to maintain operations, repairs that would prevent the failure of a critical system, or repairs that, if delayed, could adversely affect public buildings, property, or the life, health, and safety of the Library's customers or staff.

When the expedited procurement method is used, the Department Head shall make a written determination that:

- Explains why an expedited procurement best serves the public interest and why the need to make an expedited procurement outweighs the benefits of making the procurement by a competitive process such as an RFP.

The Department Head must submit the Expedited Procurement Form to the CEO within seven business days for approval or denial. If the CEO deems the situation does not warrant an expedited procurement process, the Department Head will be notified to continue using another procurement method.

Expedited procurement does not absolve the Department Head from negotiating a fair and reasonable price and subsequently documenting the procurement actions below on the Expedited Procurement Form:

- Date
- Statement of Work
- Price quoted
- Name of the vendor representative providing the information
- Justification for expedited procurement, including a timeline of the situation.

Blanket Purchase Orders

Blanket purchase orders may be issued to cover indeterminate requirements of specific commodities and services when the exact quantity to be purchased is unknown. In cases where a "Not to Exceed" dollar valuation is shown, the "blanket order" may be issued for the entire fiscal year, through June 30. The Finance Department will take reasonable measures to close out any remaining open purchase orders as part of the year-end closing process. The Director of Finance will provide a report to the CEO and the Board of any remaining open purchase orders from the close of the fiscal year, no later than the September Board meeting.

IV. Documentation and Reporting

The Library shall maintain records sufficient to detail the history of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price.

Additionally, on an annual basis, a report shall be prepared summarizing compliance with this policy, including but not limited to identification of (a) all procurement contracts performed, awarded, extended, renewed or terminated during the preceding year, with key information such as the goods or services purchased and the contract award dates, length and amounts; (b) the competitive or non-competitive process used to award each contract; (c) any emergency designations justifying a contract award; and (d) the participation of MBEs, WBEs and local businesses in the procurement process.

Proposed Action

1. General Description of Proposal

Privacy Policy

2. Justification of Proposal

Our IT department is onboarding a new vendor, MessageBee, to provide text message notifications to customers. Before customers can receive these notifications from MessageBee, a privacy policy on the library's website is required. This is timely, as many customers prefer text message notifications for their accounts.

The MessageBee privacy policy requirements include:

- The library's privacy policy must be accessible via a direct link on the library's homepage.
- Policy should explain how we collect, use, store, and share user data.
- The policy must explicitly state: "Personal information and mobile numbers collected through opt-in will not be shared, sold, or rented with third parties for marketing purposes."
- The policy should indicate how users can contact you about privacy concerns.

A preliminary version of the policy was reviewed by the Community Engagement Committee on August 1st. A revised version was shared with the full board on August 25th for review and comment.

3. Impact (Budget/Staff/Etc.)

We anticipate negligible budgetary or operational impacts from this policy.

4. Implementation of Proposal

Upon approval, the policy will be linked on the library's homepage. The IT department will then move forward with the onboarding of the new vendor.

Dr. Mark Winston	9/16/2025	Megan Sutherland	9/15/2025
Recommended By	**Date**	**Recommended By**	**Date**

Privacy Policy

The purpose of this Privacy Policy ("Policy") is to provide you with information about how the Prince George's County Memorial Library System ("the library") collects, uses, shares, and safeguards the information it gathers.

About this policy:

Except as otherwise provided, the Policy applies to:

- Use of our library services, including our websites and applications
- Phone and email communications
- Social media interactions on our websites and other third-party websites like Facebook, YouTube, Instagram, TikTok, and X.

To provide robust and modern library services, we gather and maintain information that is of a personal nature that you may wish to keep protected. This Policy does not apply to third-party websites and applications we make available through our website, vendors, or partners.

This Policy is based in part on the ethics and practices of professional librarianship, and in accordance with the American Library Association's Code of Ethics, "we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

We are committed to privacy and confidentiality for all library users, consistent with applicable federal, state, and local laws, including the Annotated Code of Maryland - Section State Government 10-616, Maryland Freedom of Information Act (ST GOV §10-616e), and 50 U.S.C. § 1862.

Please read this Policy carefully before using library services, this website, or submitting information to us. By accessing library services or visiting this website, you indicate your understanding that the collection, use, and sharing of your information is subject to the terms of this Policy.

Changes to This Policy:

The Library reserves the right to change this Policy at any time. In the event we make material change(s) to the Policy, they will be effective immediately upon posting to the website and will apply after the "effective date" listed above. You understand and agree that your continued use of library services or the website after the effective date means that the collection, use, and sharing of your information is subject to the updated Policy.

Information the Library Collects:

In general, the Library collects, receives, and maintains information about the use and activity customers make of our library's materials, services, or facilities. More specifically, this information relates to customers' use of our resources, such as information they seek or receive and the resources they consult, borrow, acquire, or transmit. The following are examples of this information:

- Information required to register for a library card (for example, name, address, library card number, telephone number, email address, birthdate)
- Materials currently checked out (until returned, unless the user activates reading history using the My Account function in the catalog)
- Previous borrower information for materials
- Fees owed and payments made
- Information to sign up for library programs
- Website data to measure and analyze visitors, usage, and activity
- Usage and activity data of third-party vendor library services, such as research databases and digital materials

How the Library Uses This Information:

This information enables us to provide access to library accounts and to other library services, and allows the library to perform and improve essential functions. In setting this Policy, the library seeks to provide a balance of privacy, customer service, and convenience. Personal information may be used in the following ways, but is not limited to:

- Assisting customers with their accounts. Library customers who opt in to receive text message notifications about their account may change their notification method at any time by contacting their branch library or using the "My Account" feature on pgcmls.info.
- Maintaining internal records.
- Carrying out our obligations and enforcing our rights, including those arising from any contracts entered into between you and us, including for billing and payment. This includes, without limitation, sending notifications regarding customer accounts, such as holds, materials checked out, accounts about to expire, fees, and items overdue.
- Contacting you and/or providing you with email alerts, event registrations, and other notices concerning our products or services, or events or news that may interest you.
- Analyzing library usage data to improve services.
- Contacting you for research purposes that would help us improve our services.
- Resolving cases of violations of library rules and regulations.
- Communicating with you on social media concerning our products and services.

- Responding to law enforcement requests and as required by applicable law, court order, governmental regulations, or other lawful processes.

Personally identifiable information will remain confidential and will not be sold, licensed, or disclosed to any third party, except those vendors working under contract with the library, as required by law, or as otherwise described in this Policy.

Third-Party Services

The Library contracts with third-party vendors to provide expanded services, such as but not limited to digital collections, research databases, and streaming media content. The Library makes concerted efforts to ensure that our contracts and licenses reflect the Library's policies and legal obligations concerning user privacy and confidentiality.

- Third-party vendors may gather and disclose your information according to their own policies, such as,
- Personally identifiable information you knowingly provide, including when you register for the site, provide feedback and suggestions, or request information.
- Other information that could be used to identify a library user, such as your IP address, search history, location-based data and/or device ID.
- Non-personally identifiable information, such as your ad views, analytics, browser information (type and language), cookie data, date/time of a request, demographic data, hardware/software type, interaction data, serving domains, page views, and the web page you have visited immediately before visiting the site.
- Other data that third-party services may collect as described in the vendor's privacy policy and terms of use.
- Personal information and mobile numbers collected through opt-in will not be shared, sold, or rented to third parties for marketing purposes.

Questions, Concerns, or Comments About this Policy:

If you have a question, concern, or comment concerning your personally identifiable information or this Policy, you may send written comments using this form. We will respond in a timely manner and may conduct an investigation or review of practices and procedures.

Proposed Action

1. General Description of Proposal

Meeting Room Policy

2. Justification of Proposal

The proposed change establishes a policy in alignment with current procedures.

The draft policy was reviewed by the Budget and Community Engagement Committees. A copy was provided to all Board members in their August retreat packet.

3. Impact (Budget/Staff/Etc.)

There is no anticipated staffing or budget impact for this policy.

4. Implementation of Proposal

These changes will be implemented by updating relevant library webpages and the meeting room booking platform (Communico).

Recommended By	Date	Recommended By	Date
Dr. Mark Winston	9/15/2025	Megan Sutherland	9/15/2025

Meeting Room Policy

The primary function of Library rooms (including meeting and conference rooms) is to provide space for library-sponsored and co-sponsored programs and educational, civic, and community-oriented activities. The Library-sponsored and co-sponsored programs take precedence over all other uses of meeting rooms. The library reserves the right to cancel or reschedule non-library bookings in order to accommodate library-sponsored activities, with as much notice as possible.These rooms are only reserved when the Library is open to the public.

The Library reserves the right to attend any events and meetings held in its facilities to ensure that library policies are being followed. As a community service, the Library welcomes the use of its rooms for public gatherings by groups who agree to abide by the Library's Code of Conduct and whose activities will not adversely affect library operations.

- ➔ Reservations must include the **set up time** in their booking request. Access to Library rooms prior to the scheduled start time is prohibited.
- ➔ Reservations must include the **breakdown time** in their booking request. **Continued use of a Library room after a reservation has ended will incur additional prorated fees.**
- ➔ Customers needing a longer reservation period should speak with branch staff prior to their event to modify their booking requests. **If the Library room is available, customers will need to pay additional prorated fees**.
- ➔ All promotional print and digital signage or marketing materials for event reservations **must** include the statement "**Use of Library rooms does not constitute endorsement of program/meeting or its content by the Prince George's County Memorial Library System**" and must be approved by Library staff before posting or publishing.
- ➔ **Private parties are not allowed in Library Rooms.** This includes but is not limited to showers, receptions, birthdays, concerts, recitals or graduation parties and other purely social gatherings.
- ➔ Only light refreshments (e.g. sandwiches, cookies, water, tea, sodas, coffee) are allowed in Library rooms. Alcohol, full-service catered meals, and heating sources/open flames (candles, sterno, etc.) are prohibited.
- ➔ Library rooms may not be used for campaigning, fundraising, nor for commercial activities involving sales or financial transactions. Customers may not charge admission or materials fees for events in Library rooms.
- ➔ Organizations using Library rooms may not recruit or solicit participants for their event on library premises.
- ➔ Customers must vacate their reserved space 15 minutes before the Library closes.
- ➔ The capacity of Library rooms is determined by fire regulations and must not be exceeded.
- ➔ Doors to Library rooms must remain unlocked during meetings and events.

- ➔ Organizations using Library rooms must have at least one adult (18 years or older) present at all times.
- ➔ Any organization and/or individual reserving a Library room is responsible for the condition of the Library room and will be financially responsible for any damage caused by members of the organization or attendees during the time the Library room is reserved.
- ➔ Further use of the Library rooms will be denied to any individual or organization that fails to comply with the above agreement.

In the event of an emergency, the Library reserves the right to cancel a Library room reservation. Groups and/or individuals are responsible for contacting the Library in severe weather conditions to determine whether the Library system will remain open. Closing information is available before Library opening hours at (301) 699-3500, on the web at pgcmls.info or via the free PGCMLS app. The Library will reschedule Library room reservations within 30 days if possible when the Library closes due to severe weather or other emergencies.

Proposed Action

1. General Description of Proposal

Printing and Technology policy

2. Justification of Proposal

Removes procedures and outdated information from existing policies.

3. Impact (Budget/Staff/Etc.)

There are no anticipated budget or staffing impacts.

A draft policy was previously reviewed by the Community Engagement Committee. A copy was included in the August Board Retreat packet.

4. Implementation of Proposal

The revised policy will be posted to the library's website.

Dr. Mark Winston	9/15/25	Megan Sutherland	9/15/25
Recommended By	**Date**	**Recommended By**	**Date**

Currently Policy:

The Library provides free access to the Internet as part of its mission to promote literacy, lifelong learning, personal fulfillment, and the principles of intellectual freedom. Prince George's County Memorial Library supports the free flow of information and ideas over the Internet. Your access to the service is conditioned on legal and appropriate use of the service. Responsibility for youth using the internet rests with the guardian, not with the Library personnel. Your use of the service and any activities conducted online through the service shall not violate any applicable law or regulation or the rights of PGCMLS or any third party.

Suggested Update:

The Prince George's County Memorial Library System ("Library") provides free access to the Internet as part of its mission to promote literacy, lifelong learning, personal fulfillment, and the principles of intellectual freedom. The Library (PGCMLS) supports the free flow of information and ideas over the Internet. The Library also provides patron access to the internet using Chromebooks, their own personal devices, via public wireless connections or hotspot connectivity. Your access to the service is conditioned on legal and appropriate use of the service. Responsibility for youth using the internet rests with the guardian, not with the Library personnel. Your use of the service and any activities conducted online through the service shall not violate any applicable law or regulation or the rights of PGCMLS or any third party.

Appendix A

Public Computers & Wi-Fi Access

Currently Posted:

All branches of the Prince George's County Memorial Library System (PGCMLS) offer workstations to help with customers' computing needs.

Suggested Update:

The Library has installed a PC Management system that governs the use of computers in the Library. Workstation/PC users must ensure the fair use of the Library's limited resources by adhering to time limits on workstation use and surrendering the workstation when the allotted time has elapsed.

Currently posted:

Printing: Printing from Library PCs costs 15 cents per printed page. Color printing is available at The Laurel, New Carrollton, South Bowie, and Spauldings branches (60 cents per page).

Suggested Update:

PGCMLS offers public printing. Prices for printing are posted at branch libraries and online.

Currently posted:

Wireless Access: Windows 7 and 10

Wireless Access: iOS

Wireless Access: Android

Suggested Change/Update:

Remove from the policy. IT will provide updated instructions to be posted on the website.